

OFFICE OF THE CHIEF CLERK
SUPERIOR COURT

CV - _____
DOCKET NUMBER

PLAINTIFF

V.

DEFENDANT

JURY CASE ASSIGNMENT OFFICE
JUDICIAL DISTRICT OF NEW HAVEN
WEB SITE: WWW.JUD.STATE.CT.US

Tel: (203)503-6807

Email: Stephen.Hildrich@jud.state.ct.us

_____, 200____
STATUS CONFERENCE DATE

STATUS CONFERENCE AGREEMENT FORM

INSTRUCTIONS

1. This agreement must be filed at least 2 days prior to the status conference date. If parties fail to come to an agreement, parties must agree on a time to meet and appear in person on the assigned date. If no action is taken by this date, a dismissal or default will enter. Attendance is not required if the agreement is submitted in advance.
2. If the court is unable to accommodate either of the dates selected, you will be notified to select new dates.
3. Agreements may be (1) filed in person in the Jury Assignment Office, Room 445; (2) mailed to Superior Court, Jury Assignment, 235 Church Street, New Haven, CT 06510; or (3) faxed to (203) 789-6829. Faxes are preferred. Please do not send multiple copies.
4. Parties requesting to schedule beyond the listed period must direct a written explanation, indicating the agreed upon date, to the Jury Assignment Office in advance of the Status Conference date. Email and faxes are preferred. If permission is granted, parties may then submit those dates.
5. Parties are instructed to provide **TWO (2) alternative dates in 2 different weeks** for Trial Date Certain as indicated on the court notice.
6. For a current list of available trial dates, send a request via email or fax, or visit the bulletin board outside Room 445.
7. Upon receipt of the Status Conference Agreement, the court will assign a date for pretrial to be held during the two weeks preceding trial. The court will send notice of the assigned trial date certain and pretrial dates. Requests for a change in the pretrial date must be filed in writing using Form JD-CV-21 (Motion for Continuance).

THE UNDERSIGNED AGREE THAT THIS MATTER WILL BE ASSIGNED A DATE CERTAIN ON EITHER
_____, 200____; OR _____, 200____.

THE COURT MAY ASSIGN A DIFFERENT DATE CERTAIN UP TO 2 DAYS LATER DURING THE WEEK IN WHICH THE DATE CERTAIN WAS CHOSEN.

PARTIES WILL RECEIVE A NOTICE ASSIGNING THE PRETRIAL DATE AND TRIAL DATE.

IF APPLICABLE, PLEASE ATTACH A LIST OF COMPANION CASES. CONSOLIDATED MATTERS MUST BE SCHEDULED TOGETHER.

ALL ATTORNEYS AND PRO SE PARTIES MUST SIGN & SUBMIT A SINGLE FORM. (Attach additional sheets, if necessary.)

PLAINTIFF

NAME (PRINT) _____ DATE _____

SIGNATURE _____

TELEPHONE NO. _____

FAX NO. _____

EMAIL _____

DEFENDANT

NAME (PRINT) _____ DATE _____

SIGNATURE _____

TELEPHONE NO. _____

FAX NO. _____

EMAIL _____